

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

INFORMATION TECHNOLOGY ANALYST

Role Title: Information Technology Specialist I

Position #W0812

HOURLY POSITION – NO STATE BENEFITS

Pay Band 4, Level III Hiring Range: \$15.68 - \$27.00 per hour

Closing Date: October 31, 2016

Information Management Division – Unique opportunity to support the Information Management Senior Programs Advisor in several technical areas. This is a newly created position focusing on member centric services as it relates to the business and system analysis in support of the current Medicaid Management Information System (MMIS), Virginia Case Management System (VaCMS) and new Medicaid Enterprise System (MES). Responsibilities will include conducting research related to Electronic Data Interchange (EDI), reviewing and summarizing policy changes as it relates to systems functionality, tracking and managing information from various sources, and creating presentations. The successful applicant must have strong analytical and research skills using the Internet and technical specifications. Must demonstrate strong office and business skills and be proficient with English grammar and spelling. This position requires the ability to work both in a team setting and independently and demonstrate superior customer service skills. Must have demonstrated ability to manage multiple priorities, and complete assigned work on time. Bachelor's degree from accredited college or university with major coursework in information management or technology, business administration, or general studies preferred. Equivalent relevant experience working with end-users in a business or systems analyst role may substitute. **THIS HOURLY POSITION IS LIMITED TO 29 HOURS PER WEEK/1500 PER YEAR.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA